



**P O S T C O N S P I C U O U S L Y**

THIS IS NOT AN OFFER OF EMPLOYMENT  
MUNICIPAL CIVIL SERVICE COMMISSION

1 Larkin Center, 2nd Floor  
Yonkers, N.Y. 10701

A NON-REFUNDABLE **\$100.00** APPLICATION FEE IS REQUIRED

**FORMS OF PAYMENT: CHECK OR MONEY ORDER ONLY MADE PAYABLE TO CITY OF YONKERS**

**POLICE OFFICER**

**EXAMINATION NO.**

**60-355**

**EXAMINATION DATE**

**September 18, 2021**

**APPOINTING**

**AUTHORITY**

**Police Department**



**SALARY**

**\$72,233**

**APPLICATIONS**

**ACCEPTED**

**May 14, 2021-**

**July 14, 2021**

**VACANCIES**

**As they may occur**

**APPLICATIONS MUST BE FILED IN PERSON!!!**  
**APPLICATIONS THAT ARE MAILED IN WILL NOT BE ACCEPTED**

**PLEASE NOTE:**

**PREFERENCE IN APPOINTMENT:**

**WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF YONKERS FOR AT LEAST THREE (3) MONTHS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN EXAMINATION AND CONTINUOUSLY UP TO AND INCLUDING THE DATE OF APPOINTMENT.**

**RESIDENCY REQUIREMENT:**

**Candidates must be legal residents of:**

**Westchester, Nassau, Putnam, Rockland or Bronx County**

**for at least three (3) months immediately preceding the date of the written examination and continuously up to and including the date of appointment.**

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## **THE JOB**

### **DUTIES**

This position has the responsibility for enforcing laws and ordinances and protecting lives and property. The incumbents perform several different types of major job assignments in carrying out their general duties. General patrol work is by far the most common assignment, but incumbents may also be assigned, on a temporary, rotating or concurrent basis, to detective, desk, communication, juvenile or administrative functions. While work is performed under the daily general supervision of a Sergeant or higher-ranking officer, police officers are required to utilize independent judgment in performing their duties by applying relevant laws, rules and regulations. Police officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and abilities necessary to satisfactorily carry out their assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Participates in formal classroom and on-the-job training in law enforcement activities;
- Patrols an assigned area, either by foot or vehicle, looking for anything unusual or out of place and for crimes, emergencies or violations in progress;
- Takes appropriate action at the scene of a crime, emergency or violation when discovered during a patrol or when dispatched to the scene;
- Maintains traffic safety;
- Confiscates firearms and other weapons;
- Administers emergency first aid treatment to injured persons;
- Responds to and takes appropriate action at natural and man-made emergencies, such as traffic accidents, fires, floods, bomb scares and suicides;
- Intervenes in fights and family disputes;
- Operates communications and computer equipment;
- Makes arrests;
- Searches/secures prisoners;
- Prepares for and testifies in court;
- Responds to a variety of citizens' complaints and requests for assistance;
- Assists in various phases of investigations;
- Prepares written reports as required in conjunction with the preceding assignments;
- Dispatches Officers and patrol cars.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- thorough knowledge of the use of weapons and their capabilities;
- thorough knowledge of the geography, buildings and the community in the patrol area;
- good knowledge of what constitutes and how to handle evidence;
- good knowledge of Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law and local rules, regulations and ordinances;
- working knowledge of Motor Vehicle accident report forms, vehicle and traffic documents, arrest forms, identification documents, etc.;
- working knowledge of investigative techniques;
- working knowledge of legal terminology;
- working knowledge of the basic principles of human behavior;
- working knowledge of proper English grammar and spelling;
- ability to listen to and comprehend verbal and written information;
- ability to exhibit self-confidence and ability to control verbal interaction situations.
- ability to properly operate a patrol car and radio equipment during normal and emergency operations;
- ability to operate computer system as required by assignment;
- ability to recognize potential weapons;
- ability to handle people under stress;
- ability to notice things in a person's conduct indicating something may be wrong;
- ability to assess extent of physical injury;
- ability to apply first aid techniques;
- ability to write clearly;
- ability to accept responsibility;
- ability to make decisions quickly;
- ability to remain calm and to think under pressure;
- ability to act in emergency situations or under pressure with minimal guidance or directions;
- ability to fire department issued hand gun proficiently;
- ability to patrol either on foot or in a vehicle for extended periods of time;
- ability to lift and carry equipment or people;
- ability to push or pull equipment, vehicles, or people;
- ability to chase and physically apprehend and detain suspected criminals;
- ability to use self-defense techniques (weapons/batons);
- ability to work extended tours of duty without regular breaks;
- ability to work overtime;
- ability to work rotating tours of duty or tour schedule as stipulated by law or contract;
- ability to work in all weather conditions, on all types of terrain;
- good powers of observation and memory;
- good hearing, vision, color vision, finger dexterity, hand-eye coordination, and speaking ability;
- good memory; self discipline; personal pride; initiative; common sense; objectivity; stamina;
- flexibility; good moral character; hand and eye coordination; tact; courtesy;
- skill in the use of weapons/batons;
- physical conditions commensurate with the demands of the position.

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### **WHERE TO GET AN APPLICATION:**

Applications can be downloaded from [www.yonkersny.gov](http://www.yonkersny.gov) OR [www.joinYPD.com](http://www.joinYPD.com)

- Records Division, YPD Headquarters, 104 South Broadway, 2<sup>nd</sup> Floor, (Cacace Justice Center), between 9:00 a.m. and 3:00 p.m., Monday through Friday.
- Department of Civil Service, 1 Larkin Center - 2<sup>nd</sup> Floor, Monday through Friday, between 8:30 a.m. and 4:30 p.m., 377-6092.
- Police Recruitment Headquarters (PAL Building) 127 North Broadway, Yonkers, NY Monday through Friday between 9:00 a.m. and 7:00 p.m. and Saturday's between 9:00 a.m. and 3:00 p.m., (914) 377-7375.
- The following precincts will also have applications available 24 hours a day, 7 days a week:
  - \***First Precinct:** 730 E. Grassy Sprain Road, Yonkers, NY 377-7477
  - \***Second Precinct:** 441 Central Park Ave., Yonkers, NY 377-7452
  - \***Third Precinct:** 435 Riverdale Ave., Yonkers, NY 377-7427
  - \***Fourth Precinct:** 53 Shonnard Pl., Yonkers, NY 377-7402

### **WHERE AND HOW TO FILE AN APPLICATION:**

- Department of Civil Service, 1 Larkin Center - 2<sup>nd</sup> Floor, Monday through Friday, between 8:30 a.m. and 4:30 p.m., (914) 377-6092. **Fee Waiver Request Form will only be accepted at this location.**
- Police Recruitment Headquarters (PAL Building) 127 North Broadway, Yonkers, NY, Monday through Friday between 9:00 a.m. and 7:00 p.m. and Saturday's between 9:00 a.m. and 3:00 p.m. (914) 377-7375.

**ONLY CHECK OR MONEY ORDER WILL BE ACCEPTED FOR PAYMENT**  
**CHECK OF MONEY ORDER MADE PAYABLE TO: CITY OF YONKERS**

**NO CASH OR CREDIT CARD PAYMENTS WILL BE ACCEPTED!!!**

## **APPLICATIONS MUST BE FILED IN PERSON!!!**

**NOTE: DO NOT WAIT UNTIL THE LAST DAY TO FILE YOUR APPLICATION. COMPLETED APPLICATIONS SHOULD BE FILED AS SOON AS POSSIBLE AFTER PUBLICATION OF THE ANNOUNCEMENT FOR EXAMINATION.**

### **APPLICATION FILING FEE**

A **non-refundable application fee of \$100.00** is required. The required fee must accompany your application. **Submit check or money order payable to “City of Yonkers”.** Write the examination number and your name on your check or money order. **Application fees are non-refundable.** If you are disqualified from or fail to appear for the examination, your fee is not refunded. Therefore, you are urged to compare your qualifications carefully with the requirements for admission.

### **APPLICATION FILING FEE WAIVER**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the application deadline as listed on the examination announcement.

### **REQUIREMENTS**

#### **AGE**

A candidate must not be less than eighteen (18) years of age and must not have reached their thirty-fifth (35<sup>th</sup>) birthday as of the date of the written examination. Eligibility for employment begins when a candidate reaches their twentieth (20<sup>th</sup>) birthday. (Exception may be made on maximum age requirement for veterans as provided in Section 58(1)(a) of the New York Civil Service Law.)

#### **EFFECT OF MILITARY DUTY ON AGE LIMITS**

In determining an applicant’s maximum age for examination, up to seven (7) years can be added to the maximum age based on military duty (as defined in Section 243(1)(b) and (10)(a) of the New York Military Law).

#### **EDUCATION**

**At time of appointment, the following is required:**

Graduation from High School or possession of a High School Equivalency Diploma.

#### **CITIZENSHIP**

United States Citizenship is a requirement for appointment rather than for admission to the examination.

#### **DRIVER’S LICENSE**

To be eligible for appointment, candidates must possess a valid New York State Class D Driver’s License.

## **WRITTEN TEST**

The written test will be designed to test for abilities in the following areas:

### **1. LANGUAGE FLUENCY**

These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

### **2. INFORMATION ORDERING AND LANGUAGE SEQUENCING**

These questions test for the ability to properly identify the sequence or order of events, and or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

### **3. PROBLEM SENSITIVITY & REASONING**

These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, laws, followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

### **4. SELECTIVE ATTENTION**

These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

### **5. VISUALIZATION**

These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

### **6. SPATIAL ORIENTATION**

These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction you would move to get to another location in the shortest (least distance) route from one point to another.

### **7. SITUATIONAL JUDGMENT**

These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with a scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

## **EXAMINATION**

A Guide to taking the Written Test for Police Officer is available on the New York State Department of Civil Service Web Site at: [www.cs.state.ny.us/jobseeker/local/](http://www.cs.state.ny.us/jobseeker/local/) or in the Civil Service Office.

## **PERC Statement**

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendations of a committee of police experts who will review all the questions for appropriateness and key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance of and the endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc. and the New York State Association of Chiefs of Police, Inc.

The written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examination will apply. The final score on the written portion is worth 100% of your total score. The physical agility portion will be rated on a pass/fail basis as part of the condition of employment and will not be averaged in for a final score.

## **MULTIPLE TEST APPLICANTS**

If you have cross filed for any other civil service tests with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. You must notify this office in writing at least two weeks before the test date indicating the site where you wish to take the test.

## **SABBATH OBSERVER**

Candidates, who for religious reasons, cannot be tested on Saturday must indicate this information on their application.

## **ALTERNATE TEST DATE**

Under specific circumstances an alternate test date may be arranged in accordance with established guidelines. This includes special test arrangement for active military members. Your request and verifiable documentation must be submitted to the Civil Service Office prior to the test date or in the case of an emergency not later than 4:30 p.m. on the next business day following the test. The requests will be reviewed on a case-by-case basis for compliance with our alternate test date guidelines. A copy of these guidelines is available upon request in the Civil Service Office.

## **DISABLED APPLICANTS**

If special arrangements for testing are required, please indicate this on your application.

## **PHYSICAL FITNESS STANDARDS**

Physical fitness standards of the Municipal Police Training Council are available at the Civil Service Office, Recruitment Office or

<https://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf>. Candidates should also be aware that an offer of employment is contingent upon the passing of the Physical Fitness exams based on Municipal Police Training Council standards in effect at time of such assessment.

## **MEDICAL AND PSYCHOLOGICAL AND/OR PSYCHIATRIC EXAMINATION**

An offer of employment is contingent upon the passing of medical and psychological screening procedures.

## **FINGERPRINT PROCEDURE**

Prior to an offer of employment for permanent appointment from the eligible list, potential appointees will be required to pay a fee in the form of a postal money order, payable to: DIVISION OF CRIMINAL JUSTICE SERVICES, for the mandatory full search and retention of fingerprint charts, pursuant to Chapter 548 Laws of 1976.

REFUSAL TO REMIT SUCH FEE WILL BE CONSTRUED AS A DECLINATION OF AN OFFER OF APPOINTMENT.

**CONVICTION OF A MISDEMEANOR MAY BAR EMPLOYMENT; CONVICTION OF A FELONY SHALL BAR EMPLOYMENT.**

## **APPOINTMENTS**

This examination is being held to fill future vacancies in the Yonkers Police Department. A list will be established. **Yonkers Residents will be listed followed by non-residents.**

## **SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT**

Successful completion of the Municipal Police Training Council's Police Officer Training Course and successful completion of the Yonkers Police Academy Recruit Training Program during the probationary period.

## **DURATION OF LIST**

The eligible list established by the Civil Service Commission will remain in force for at least one (1) but not more than four (4) years.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THE CIVIL SERVICE OFFICE OF ANY CHANGE IN NAME OR ADDRESS. NO ATTEMPT WILL BE MADE TO LOCATE CANDIDATES WHO HAVE MOVED.

## **VETERANS**

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, added to their earned scores. Points are granted under Civil Service Law Section 85. It is necessary to claim these credits with the filing of your application. You will be allowed the option of waiving these credits after the completion of the examination.

#### **ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85.**

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any additional credits pursuant to Civil Service Law Section 85 to your final passing score.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for **ORIGINAL APPOINTMENT** in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**85a:** Additional credits (10 points) allowed children of Firefighters and Police officers killed in the line of duty.

**85b:** Additional credits (10 points) allowed siblings of Firefighters and Police officers killed in the line of duty as a result of the World Trade Center attack on 9/11/2001.

**85c:** Additional credits (10 points) allowed children of emergency medical technicians and paramedics killed in the line of duty as a result of the World Trade Center attack on 9/11/2001.

The Commission must be notified in advance if an applicant desires special provisions to take the written examination as a Sabbath Observer or disabled person. Justification for such special provisions must be presented in writing at time of filing application.

#### **INVESTIGATION OF CANDIDATES**

All statements are subject to verification. Inquiries may be made as to character and qualifications.

#### **APPOINTMENTS**

Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

**FREE TRAINING CLASSES WILL BE OFFERED. FURTHER DETAILS ARE AVAILABLE AT THE POLICE RECRUITMENT HEADQUARTERS, (914) 377-7375.**

YOU MAY **NOT** BRING CALCULATORS, ELECTRONIC DEVICES, BOOKS OR OTHER REFERENCE MATERIALS TO THE WRITTEN EXAM.

AN EQUAL OPPORTUNITY EMPLOYER  
YONKERS MUNICIPAL CIVIL SERVICE COMMISSION  
DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY

**Dated: Yonkers, New York, May 2021**